

AMENDMENT OF SOLICITATION



1. AMENDMENT

A001

2. EFFECTIVE DATE

5/5/2016

3. REQUISITION NO. /

P.O. NO. N/A

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4. ISSUED BY

Purchasing & Strategic Sourcing Division
City of El Paso
City 1
300 N. Campbell, 1st Floor
El Paso, Texas 79901-1153

5A. AMENDMENT OF SOLICITATION NO. **2016-841R**

TITLED: Financial Reporting Document Management Solution

5B. BID DUE DATE:

May 11, 2016

6. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 7. The hour and date specified for receipt of offers ☐ is EXTENDED or ☒ NOT EXTENDED

All amendments must be acknowledged on the "SOLICITATION OF OFFERS". Failure to do so may be cause for rejection of offer.

7. DESCRIPTION OF AMENDMENT

- A. Responses to Bidders questions are on the following page(s).
- B. Delete (remove and discard) Cover Page; replace with the attached revised Cover Page.

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE DOCUMENTS, AS HERETOFORE CHANGED, REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

**CITY OF EL PASO
BRUCE D. COLLINS, CPPO
PURCHASING DIRECTOR**

Approved by _____/s/_____

Haydee Peña
Purchasing Agent



Responses to Questions
Solicitation No. 2016-841R
Title: Financial Reporting Document Management Solution

Q #	QUESTION/COMMENT	RESPONSE
1.	Is the due date on Monday, May 9th? Or Wednesday, May 11th? It makes reference to Monday in the RFP, so we just want to be certain.	The due date for this solicitation is Wednesday, May 11, 2016 2:00 PM M.S.T.
2.	Would it be possible to provide links to our S1, 10K, and 8Ks? Or do they need to be in paper? Also, how many copies of each if they need to be paper? This will put us over the 100 page limit if we need to include those as printed pages.	Please include the printed copies of all data and disregard the 100 page limit.
3.	Have any other questions come in from vendors that we might benefit from understanding or getting more clarification on?	All questions are answered via amendment. These are the only questions that have been asked.

REQUEST FOR PROPOSALS
ISSUED BY
THE CITY OF EL PASO
PURCHASING & STRATEGIC SOURCING DEPARTMENT

SOLICITATION NO: 2016-841R

DATE ISSUED: APRIL 12, 2016

TITLE: FINANCIAL REPORTING DOCUMENT MANAGEMENT SOLUTION
OFFICE OF THE COMPTROLLER

An original, signed, sealed, OFFER to furnish the goods and/or services set forth below will be received at the place indicated below, until:
2:00 PM, local time, WEDNESDAY, MAY 11, 2016

NOTICE When used in Request for Proposals, the terms 'Offer' and 'Proposal' and 'Offeror' and 'Vendor' are interchangeable.

ADDRESS OFFERS TO:
DIRECTOR
PURCHASING & STRATEGIC SOURCING DEPARTMENT
CITY OF EL PASO

MAIL TO:

CITY OF EL PASO
PURCHASING & STRATEGIC SOURCING DEPARTMENT
300 N. CAMPBELL, 1ST FLOOR
EL PASO, TX 79901-1153

OR

HAND DELIVER TO:

CITY OF EL PASO
PURCHASING, 1ST FLOOR
300 N. CAMPBELL
EL PASO, TX 79901

FOR ADDITIONAL INFORMATION CONCERNING THIS SOLICITATION, CONTACT:
HAYDEE PENA, PURCHASING AGENT
Telephone: [915] 212-1184 FAX: [915] 212- 0044 Email: PenaH@elpasotexas.gov

EXPIRATION OF OFFERS

The Offeror agrees, to furnish all items [supplies or services] at the prices offered, and delivered at the designated point or points, within the time set forth below, if this offer is accepted within ONE HUNDRED TWENTY [120] consecutive days from the date set for the receipt of offers. All offers shall expire on the 120th day after the offers are open unless the City of El Paso requests an extension of the offers in writing and the offeror agrees to extend in writing.

AMENDMENTS TO SOLICITATION

Receipt of all numbered amendments to Solicitations must be acknowledged:

<u>AMENDMENT</u>	_____	<u>AMENDMENT</u>	_____	<u>AMENDMENT</u>	_____	<u>AMENDMENT</u>	_____
A001	_____	A002	_____	A003	_____	A004	_____
A005	_____	A006	_____	A007	_____	A008	_____

OFFER SUBMITTED BY

COMPANY NAME AS IT APPEARS ON ORGANIZATION CERTIFICATE ISSUED BY STATE IN WHICH COMPANY WAS ORGANIZED)

STREET ADDRESS

P.O. BOX NUMBER

CITY, STATE AND ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

E-Mail address

PLEASE CHECK PREFERRED ADDRESS FOR RECEIVING SOLICITATION DOCUMENTS.

OFFER EXECUTED BY [PLEASE PRINT]

NAME AND TITLE OF PERSON AUTHORIZED TO OBLIGATE COMPANY

SIGNATURE AND DATE OF OFFER

WITHOUT AN ORIGINAL SIGNATURE ON THIS OR OTHER DOCUMENT BINDING THE OFFEROR, THE OFFER WILL BE REJECTED

NOTE: AWARD OF THE CONTRACT RESULTING FROM THIS SOLICITATION WILL BE MADE TO THE SUCCESSFUL OFFEROR BY AN AUTHORIZED WRITTEN NOTICE, WHICH MAY BE IN THE FORM OF A LETTER NOTICE OF AWARD OR A PURCHASE ORDER ISSUED BY THE CITY OF EL PASO. THIS IS A ONE TIME CONTRACT ☐